

JOB TRAINING STARTS HERE

SUMMER 2017 CLASSES

Job Training for Unemployed and Underemployed



IN PARTNERSHIP WITH

ForsythTech
COMMUNITY COLLEGE



TransTech

GOODWILL CAREER CONNECTIONS CENTER

Workforce Development Center
2701 University Parkway | Winston-Salem, NC
Call: (336) 724-3621
www.goodwillnwc.org





HEALTHCARE

ACTIVITY DIRECTOR Designed to provide basic training to become an activity director in a healthcare related setting, such as long-term care, assisted living facilities or adult care homes. Course follows the state approved outline. Persons completing the entire 60 hours of training become qualified to work as an activity director in a nursing home or assisted living facility. **Prerequisite:** High school diploma or GED. **Fees:** \$185 + books and supplies. **Duration:** 11 weeks.

CERTIFIED NURSING ASSISTANT I This course teaches basic nursing skills required to provide personal care for patients, residents, the elderly or others requiring medical assistance in a healthcare setting. Emphasis is placed on the aging process, communications, patient safety, patient's rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation and mental health. CPR certification is included in the class. Through classroom instruction, laboratory work and clinical rotations, you are prepared to take the NC Nurse Aide I Competency Evaluation. Passing this evaluation leads to being listed on the NC Nurse Aide I Registry. **Prerequisites:** Successful completion of Math and Reading placement tests (or equivalent approved by Health Education Department), a picture ID, Social Security Card, a High School Diploma/GED/transcript or College Diploma/transcript are required. You must also attend an orientation session and present receipts from the criminal background check and drug screening before you will be allowed to register for class. **Fees:** \$203 + cost of books and supplies. **Duration:** 12 weeks to 18 weeks depending on day or evening classes.

CERTIFIED NURSING ASSISTANT II Must provide documentation of current Nurse Aide I listing in the state registry of NC, Anatomy and Physiology. Classroom, lab and clinical learning experiences that prepare graduates to perform more complex skills for patients or residents regardless of their setting. **Entrance Criteria:** Minimum of 10th grade reading level, demonstration of appropriate work behaviors, high school diploma/GED, and a letter of recommendation from an RN who has acted as a supervisor. **Fees:** \$180 + books and supplies. **Duration:** 12 weeks.

CPR TRAINING The American Heart Association Healthcare Provider CPR course is designed for people that are going to work or already work in the healthcare industry. While it is required for all healthcare professionals, it is also an appropriate course for anyone with an interest in CPR. The course covers CPR, Foreign Body Airway Obstruction (Choking), use of Automated External Defibrillators (AEDs) and Rescue Breathing. All topics are covered for rescuing adults, children and infants. The course is taught in a relaxed environment in which the instructor briefly lectures, talks students through hands on practice sessions and then gives scenarios to test practical skills for each subject. **Fees:** \$45; **Duration:** 1 day.

MEDICAL OFFICE I: INTRODUCTION TO TERMINOLOGY AND CODING This course prepares students for an entry-level job in a doctor's office or clinic, but does not prepare students to be a professional coder. In the first half of the course, students receive an introduction to medical terminology. In the second half of the course, students receive an introduction in how to convert medical procedure or disease into a number code for insurance billing. **Fees:** \$185 + cost of books. **Duration:** 12 weeks.

PHARMACY ASSISTANT This course introduces students to the work of entry-level employees in a retail pharmacy. You will learn drug regulation and control, pharmaceutical terminology, medications and their uses and applied math. Use this course to start your path to becoming a Certified Pharmacy Technician. **Prerequisite:** High School Diploma or GED. **Fees:** \$130 + cost of book. **Duration:** 8 weeks

VETERINARY ASSISTANT TRAINING-ADVANCED This course will expand upon some of the small animal topics discussed in the Beginning Veterinary Assistant Course. Additional topics will include small animal chronic and frustrating diseases, prescription diets, evaluating laboratory tests, behavior, pharmacology and dentistry. **Fees:** \$75 +cost of book. **Duration:** 12 weeks

VETERINARY ASSISTANT TRAINING-BEGINNING Course topics will include small animal anatomy and physiology, reproduction, nutrition, restraint and handling along with infectious and metabolic diseases. Other small animal topics will be included along with basic business operations and regulations for veterinary hospitals. **Fees:** \$130 +cost of book. **Duration:** 16 weeks



SERVICE INDUSTRY

CULINARY ARTS CERTIFICATION Provides instruction and certification in ServSafe sanitation, basic culinary skills, knife skills, kitchen safety, mass food production and "cook chill" technology. Hands-on training experience, a 1-week internship, and job placement assistance are included in this curriculum. Entrance Criteria: Minimum of 6th grade reading level and 5th grade math level on TABE test. **Fees:** \$385. **Duration:** 12 weeks.

HOUSEKEEPING/FLOOR TECH Provides classroom and work experience training in the areas of safety and OSHA regulations, measurements and chemicals, and specialization in the areas of hospitality housekeeping, food service sanitation, commercial and industrial housekeeping. Training consists of 20% classroom instruction and 80% hands-on experience utilizing different pads, equipment/strategies for floor and carpet care. **Entrance Criteria:** Ability to lift/move a minimum of 20 pounds, demonstration of appropriate work behaviors. **Fees:** \$80. **Duration:** 2 weeks, 2 days.



OFFICE TECHNOLOGY

CUSTOMER RELATIONS CALL CENTER Students will learn to be a telephone customer service professional, apply communications techniques that will cultivate repeat business, market products and cross-sell appropriately. Students will gain the skills necessary within the wide variety of fields call centers encompass in today's job market. **Fees:** \$185. **Duration:** 6 weeks.

EXCEL 2013 INTRO Introduces students to Excel 2013's improved tools to analyze data, write formulas, graph and sort data. Basic skills are taught in this class using the new ribbon system for selecting tools, making Excel 2013 easier with instinctive design and simple point-and-click functionality. At the end of the course, students will be able to use Excel 2010 confidently at home or on the job. **Fees:** \$75 + book. **Duration:** 4 weeks.

INTRO TO CLERICAL ASSISTANT This course will introduce clerical occupations and what's needed to be successful in that field. Learn practical communication and computer skills needed in today's office environment, including an introduction to Microsoft Word & Excel. Learn the components of an effective job search. This course is a prerequisite to take the Office Technology occupational course. **Fees:** \$125 (Free for under- and unemployed). **Duration:** 6 weeks.

MICROSOFT OFFICE 2013 This 24-hour course teaches students how Microsoft Office 2013 offers flexible and powerful ways to deliver their best work at the office, at home, or at school. This introductory course also teaches students the basics of Word, Excel, PowerPoint and some Access. **Fees:** \$75 + book. **Duration:** 4 weeks.

OFFICE ADMINISTRATION This course covers an introduction to the basics of the Windows operating system, Microsoft Office 2013 software programs (Word, Excel, PowerPoint, and Access), keyboarding skills, and other office technology. After completion of this course, you will be prepared for an entry-level office position. **Prerequisite:** A basic understanding of how to operate a computer and mouse. **Fees:** \$185 + cost of book. **Duration:** 8 weeks



TRADE SKILLS

ARC WELDING Provides instruction on welding in the Shield Metal Arc Welding (SMAW-Stick) process. Students will learn proper techniques and electrode selection for welding plate to meet AWS (vertical-up) welding code and will be welding with E6010 and E7018 electrodes. Upon successful completion of the class students should have the skill be able to pass the 3G/4G weld test to AWS standards. **Fees:** \$225. **Duration:** 18 weeks.

BASIC CONSTRUCTION Instructs students in the principles of residential and light commercial construction from the planning and beginning stages all the way to a completed structure. Topics will include HRD, NC State Building Codes, OSHA Construction Safety and blue print reading. Please Note: Students will need to supply their own safety glasses, work gloves and hard hat. **Fees:** \$185. **Duration:** 12 weeks

ELECTRICAL LINEMAN The Electrical Lineman Program is designed to train students for entry-level electrical line work for private and public utility companies. Students will learn academic and field skills. This program is approved for national certification by the National Center for Construction Education and Research for Pre-Apprentice credit by the NC Department of Commerce. **Fees:** \$196 + books and additional supplies. **Duration:** 9 weeks

ELECTRICIAN INSTALL & TROUBLESHOOTING An introductory class in the repair and installation of electrical systems. This class gives students exposure to basic residential electrical circuits and components and includes lecture and hands-on training. **Fees:** \$185. **Duration:** 18 weeks.

FACILITY MAINTENANCE TECH Introduces students to maintenance training in Carpentry, Electrical HVAC, and Plumbing. Upon completion of this course, students will be certified in HVAC, EPA Refrigerant (CPC), Aquatic Facility Technician (CPO), and Certification for Apartment Maintenance Technician (CAMT). **Fees:** \$220 + cost of tests. **Duration:** 12 weeks.

FORKLIFT Training safe and proper operations of powered industrial trucks. Emphasis on safety in the workplace. Upon completion, students will receive an Operators Permit and Certificate of Completion. **Fees:** \$165. **Duration:** 7 days.

HVAC 1 & 2 Students will complete eight subjects over two semesters to earn a HVAC Service Technician Certificate. Afterwards, students should be able to assist/perform basic service or maintenance on residential & light commercial applications. **Fees:** \$215. **Duration:** 12 weeks.

HVAC CAREER SERVICES Provides training on recovery, recycling, and handling of refrigerant, refrigeration safety and the four categories of technician certification: Type I, Type II, Universal. Graduates may seek employment with HVAC/R contractors, apartment managers, service companies, etc. with EPA Universal certification. **Fees:** \$240. **Duration:** 1 week.

INDUSTRIAL WELDING Course provides introduction to welding and safety, power tools, MIG, ARC & TIG welding, blueprint reading, industrial math and basic drafting. **Fees:** \$265. **Duration:** 16 weeks.

MIG WELDING Metal Inert Gas welding is a sub-type of ARC welding. Students will operate electric power source welding machines with hand held wire feed units. Students will include power sources, types of wire electrodes, and shielding gases. Welding will be performed on mild steel in flat, horizontal and vertical positions. **Fees:** \$225. **Duration:** 18 weeks.

PROFESSIONAL TRUCK DRIVING In partnership with Trans Tech and Dixie Classic Fairgrounds, this course includes both classroom and on-the-road training. Graduates willing to work in cross-country driving. **Fees:** \$2,745. **Duration:** 4 weeks.



SKILLS TRAINING SCHEDULE

	DAYS	START	END	TERM START	TERM END
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HEALTHCARE COURSE SCHEDULE

Activity Director	TBD	TBD			
CPR	T	1:00pm	5:00pm	4/11/2017	4/11/2017
CPR	T	1:00pm	5:00pm	5/9/2017	5/9/2017
CPR	T	1:00pm	5:00pm	6/13/2017	6/13/2017
CPR	T	1:00pm	5:00pm	7/11/2017	7/11/2017
CPR	T	1:00pm	5:00pm	8/8/2017	8/8/2017
Medical Office I	T/TH	6:00pm	9:00pm	5/2/2017	8/1/2017
Medical Office I	M/W	6:00pm	9:00pm	7/17/2017	10/1/2017
Nurse Assistant I	T/W/TH	8:30am	3:00pm	6/1/2017	8/8/2017
Nurse Assistant II	TBD	TBD			
Pharmacy Assistant	T/TH	6:00pm	9:00pm	5/23/2017	7/18/2017
Pharmacy Assistant	M/W	9:00am	12:00pm	6/5/2017	7/26/2017
Veterinary Assistant Training-Beg	T/W	6:30pm	9:00pm	5/16/2017	7/25/2017

SERVICE INDUSTRY COURSE SCHEDULE

Culinary Arts Certification (TCK)	M/T/W/Th/F	8:30am	3:00pm	5/10/2017	8/21/2017
Culinary Arts Certification (TCK)	M/T/W/Th/F	8:30am	3:00pm	6/7/2017	9/18/2017
Culinary Arts Certification (TCK)	M/T/W/Th/F	8:30am	3:00pm	7/17/2017	10/10/2017
Culinary Arts Certification (TCK)	M/T/W/Th/F	8:30am	3:00pm	8/23/2017	11/21/2017
Culinary Arts Certification (TCK)	M/T/W/Th/F	8:30am	3:00pm	9/20/2017	12/20/2017
Housekeeping/Floor Tech	M/T/W/Th/F	8:30am	3:00pm	4/17/2017	5/2/2017

OFFICE TECHNOLOGY COURSE SCHEDULE

Microsoft Office 2013	TBD	TBD			
Excel 2013 Intro	TBD	TBD			
Office Administration	TBD	TBD			
Intro To Clerical	T/TH	1:00pm	4:30pm	3/28/2017	5/4/2017
Intro To Clerical	T/TH	1:00pm	4:30pm	5/30/2017	7/11/2017
Customer Relations/Call Center	M/T/W/F	8:30am	12:30pm	4/12/2017	5/23/2017
Customer Relations/Call Center	M/T/W/F	8:30am	12:30pm	5/30/2017	7/11/2017
Customer Relations/Call Center	M/T/W/F	8:30am	12:30pm	7/17/2017	8/25/2017

TRADE SKILLS COURSE SCHEDULE

HVAC Svc Tech 1	TBD	TBD			
HVAC Career Services	TBD	TBD			
Electrical Lineman Training	MTWTH	8:00am	5:00pm	8/7/2017	10/10/2017
Electric: Install/Trouble	TBD	TBD			
Basic Construction Skills	M/T/W	8:30am	12:30pm	5/15/2017	8/9/2017
Facility Maintenance Technician	TBD	TBD			
Forklift Training	M/T/W/TH/F	9:00am	3:00pm	4/10/2017	4/18/2017
Forklift Training-Evening Class	M/T/W/TH/F	4:00pm	8:00pm	4/17/2017	4/25/2017
Forklift Training	M/T/W/TH/F	9:00am	3:00pm	5/8/2017	5/16/2017
Forklift Training	M/T/W/TH/F	9:00am	3:00pm	6/5/2017	6/13/2017
Forklift Training	M/T/W/TH/F	9:00am	3:00pm	7/10/2017	7/18/2017
Forklift Training	M/T/W/TH/F	9:00am	3:00pm	8/7/2017	8/15/2017
TIG Welding	M/W	9:00am	12:00pm	5/22/2017	7/17/2017
TIG Welding	M/W	6:00pm	9:00pm	5/22/2017	7/17/2017
Industrial Welding	TBA				
Truck Driving Training	M/T/W/TH/F	8:00am	5:00pm	4 Weeks	Ongoing

HRD(HUMAN RESOURCE DEVELOPMENT)

Search & Employability Skills	Ongoing				
Technology Skills For Job Search	M/T/W/TH	9:00am	12:00pm	2 Week Class	
	M/T/W/TH	1:00pm	4:00pm	2 Week Class	

FINANCIAL ASSISTANCE IS AVAILABLE TO THOSE WHO QUALIFY THROUGH GOODWILL'S OUTREACH SCHOLARSHIP FUND. VISIT GOODWILLNWC.ORG FOR THE LATEST SCHEDULING AND CLASSES AT OTHER GOODWILL LOCATIONS.